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Civil Service Commission of Canada

SAMPLE EXAMINATION PAPERS



OTTAWA
F. A. ACLAND
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY
1931

Price, 25 cents.

CHINESE
EXHIBITION
1939

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TABLE OF CONTENTS

	PAGE
CLERICAL SERVICE—	
Office Boy	5
Clerk, Grade 1	6
Clerk, Grade 2	12
Stenographer, Grade 1	19
Stenographer, Grade 2	19
Typist, Grade 1	19
Typist, Grade 2	20
 COMMERCIAL INTELLIGENCE SERVICE—	
Junior Trade Commissioner	20
 CUSTODIAN AND JANITOR SERVICE—	
Caretaker	22
Cleaner and Helper	22
 CUSTOMS-EXCISE SERVICE—	
Customs Guard	25
Customs Truckman	25
Customs-Excise Clerk	25
Customs-Excise Examiner	25
Customs-Excise Enforcement Officer	25
Sub-Collector of Customs and Excise (Limited Service)	25
 IMMIGRATION SERVICE—	
Immigration Inspector	26
 LIVE STOCK SERVICE—	
Egg Inspector	28
Poultry Inspector, Live Stock Branch	30
Poultry Inspector, Experimental Farms	33
Veterinary Inspector	34
 POSTAL SERVICE—	
Letter Carrier	36
Mail Porter	36
Postal Clerk	40
 WEIGHTS AND MEASURES INSPECTION SERVICE—	
Inspector of Weights and Measures.....	46

TABLE OF CONTENTS



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SAMPLE EXAMINATION PAPERS

The following examination papers are *samples* only. They are not for use at future examinations, but are presented as fairly typical examples of the tests set for the grades and classes specified below. A syllabus setting forth the ground to be covered in these and other tests may be obtained on application to the Civil Service Commission, Ottawa.

CLERICAL SERVICE

OFFICE BOY (\$420—\$660)

In addition to the following written examination, candidates are given an oral examination covering personal qualifications such as physical fitness, alertness, willingness, good address, etc., and are required, before their appointment, to furnish satisfactory evidence as to their health, character and habits.

WRITTEN EXAMINATION

Time: 20 minutes

1. The following is a test of accuracy. Mark thus (\checkmark) any error you find.

$48 + 16 = 54$	$54 \times 12 = 638$	$84 \times 9 = 756$
$76 - 28 = 48$	$86 + 37 = 113$	$86 + 79 = 165$
$35 \times 9 = 315$	$93 - 18 = 75$	$97 - 88 = 19$
$63 + 28 = 81$	$69 \times 8 = 552$	$85 \times 12 = 1020$
$42 - 17 = 25$	$29 + 36 = 65$	$56 + 79 = 145$
$16 \times 11 = 166$	$74 \times 11 = 824$	$61 - 17 = 44$
$39 + 14 = 53$	$49 + 36 = 75$	$47 \times 8 = 376$
$71 - 36 = 45$	$91 - 38 = 63$	$63 + 39 = 102$

2. Put a mark thus (+) after each word in the following list that is spelled correctly, and mark thus (—) after each misspelled word.

endividual	suitable	obliged
preparation	receiving	committee
dilagent	immediately	reference
aditional	opportunity	punctual
convenient	success	courteous
particular	encrease	noticeable
allowance	address	communication
telephone	ammount	separate

3. Find the cost of the following supplies, doing any necessary figuring mentally.

(Answers)

5 boxes pens (6 in a box) at 75 cents per dozen pens.
6 boxes pencils (12 in a box) at 80 cents per dozen pencils.
80 sheets 1-cent stamps, 50 in a sheet.
12 bottles ink at 15 cents per bottle.
40 boxes 1 cent postcards (50 in a box).
350 sheets paper at 40 cents per 100 sheets.

4. Below is a list of names of men followed by the cities in which they live. Write in alphabetical order, in the space under the names of the cities, the names of the men residing there.

Name	City	(Write names here)	
King	Toronto	Toronto	Halifax
Douglas	Halifax		
Henderson	Edmonton		
Hill	Winnipeg		
Morrison	Edmonton		
Bruce	Halifax		
James	Toronto		
Davis	Halifax		
Cameron	Winnipeg	Edmonton	Winnipeg
Hughes	Toronto		
Fraser	Edmonton		
Baxter	Halifax		
Jackson	Toronto		
Hamilton	Winnipeg		
Hendrie	Edmonton		
Clarke	Winnipeg		

CLERK, GRADE 1 (\$720—\$1,020)

In addition to the following written examination, candidates are required, before appointment, to furnish satisfactory evidence as to their health, character, and habits.

SPELLING

Time: 30 minutes

One hundred words are dictated by the Supervisor to the candidates, who are supplied with blank answer papers numbered to correspond with the dictation. The following are types of the words chosen.

1 decimal	26 warrant	51 Tuesday	76 slight
2 adjust	27 yielding	52 obvious	77 mutual
3 business	28 elementary	53 attempt	78 orchard
4 resource	29 passive	54 allowable	79 persist
5 financier	30 resistance	55 secretary	80 tropical
6 accurate	31 experience	56 entirely	81 leaving
7 ninety	32 fatiguing	57 surprise	82 minimum
8 difference	33 courtesy	58 opinion	83 receipt
9 utility	34 paragraph	59 description	84 subtract
10 practical	35 already	60 chiefly	85 parliament
11 notable	36 evidence	61 locate	86 literally
12 balance	37 guardian	62 bulletin	87 pursuit
13 vacancies	38 defensive	63 previous	88 temporary
14 registration	39 staple	64 economy	89 pamphlet
15 manifest	40 pledge	65 machinery	90 exempt
16 telegram	41 suggestion	66 deceive	91 basis
17 operate	42 doubtful	67 auditor	92 visible
18 counterfeit	43 vivid	68 tariff	93 conclusion
19 decision	44 project	69 agricultural	94 automatic
20 amounted	45 international	70 engineering	95 remarkable
21 supersede	46 policy	71 official	96 separate
22 capacity	47 withdrawal	72 athletic	97 considerable
23 enormous	48 recital	73 camera	98 special
24 limited	49 Maritime	74 committee	99 assistant
25 uniform	50 western	75 brevity	100 theory

LETTER WRITING AND REPORT MAKING

Time: 1 hour

NOTE.—Writing will be judged from all your answers.

1. Suppose some part of an office appliance you are operating is out of order. Write a letter to the company from whom the machine was purchased, telling them what is wrong and asking them to put the machine in good order.

Sign the letter with your Examination Number only.

Marks will be deducted for errors in form, grammar, spelling, punctuation, etc.

2. Your employer, Mr. Smith, is out of the office, and Mr. Jones telephones that he wishes to have a conference with him on important business at 10.30 a.m., next day. Mr. Smith is to call Mr. Jones at Main 1926 any time between 2 p.m. and 3 p.m. Write a memorandum of this information to place on Mr. Smith's desk. (Do not sign your name.)
3. Below are ten words and ten definitions. Copy the words, and write, after each, the definition that properly defines it: (1) price; (2) cost; (3) value; (4) pursue; (5) chase; (6) search; (7) investigate; (8) among; (9) between; (10) amid.

In an intermediate position or relation.

To look for that which is hidden.

What a seller asks for an article.

Mingled with.

To examine into systematically.

To go after that which is fleeing.

What has been expended on an article.

Surrounded by.

To follow.

What an article would bring if offered for sale in open market.

4. Tell what is meant by alphabetical filing or indexing, and describe, briefly, instances of such filing or indexing that have come under your own observation.

ARITHMETIC

Time: $1\frac{1}{2}$ hours

1. Write in figures: eight hundred and eighty-eight million eight hundred and eighty-eight thousand eighty-eight; eighty-seven million four hundred and six; two hundred and thirty-three million one hundred and seventeen thousand and nineteen.
2. The sum of two numbers is sixty-seven thousand eight hundred and fifty-seven, and the difference between them is four thousand six hundred and fifty-one. What are the two numbers?
3. When sounds travel 1089 feet in a second, how far will it travel in $2\frac{3}{4}$ minutes?
4. A canning factory ships 30000 cans of fruit in boxes containing 4 dozen cans each. How many boxes does it require?
5. A manufacturer pays 45 men at the rate of \$1.65 a day, 5 at the rate of \$1.85, 28 at the rate of \$2.33 $\frac{3}{4}$, and 36 at the rate of \$3.75. How much is the pay-roll for a week of six days?
6. A man owning three-sevenths of a ship sold five-eighths of his share for \$9,875. What was the value of the whole ship at this rate?
7. A man insures a house worth \$3,200 for three-eighths of its value at 1 $\frac{3}{4}$ % premium. If the house be destroyed, find the total loss sustained by the company.

ACCURACY AND INTELLIGENCE

Time: 20 minutes

NOTE.—All answers must be shown on these sheets. Do not use answer books for this paper. Work carefully but waste no time.

1. Below are given several sets of numbers under columns 1, 2, and 3. In the space provided at the right of each number in column 3, place a check mark (✓) where the sum of the numbers in columns 2 and 3 is less than one-third of the number in column 1.

Col. (1)	Col. (2)	Col. (3)	Check Here	Col. (1)	Col. (2)	Col. (3)	Check Here
53	10	17	64	8	11
78	13	18	75	12	7
92	24	7	83	9	28
104	18	22	65	11	6
67	7	14	103	17	17
82	18	9	47	9	9
94	16	15	54	14	5
47	11	5	77	20	6
76	19	7	39	4	13
85	17	13	92	25	7
111	16	18	61	15	10
52	9	6	48	11	4
97	15	16	112	33	2
84	18	11	59	8	11
37	19	0	81	18	8

- II. In column (1) put a check mark (✓) opposite every item sent express or parcel post to Quebec or Manitoba prior to December 4, 1922, provided the value does not exceed \$450. In column (2) put a check mark opposite every item sent freight or express to Alberta or Ontario after June 12, 1922, provided the value is not less than \$260.

Province	Value of Purchase	How Shipped	Date	Col. (1)	Col. (2)
Ontario	\$ 24.50	Express	Jan. 12, 1923
Quebec	144.60	Parcel Post	Feb. 13, 1922
Alberta	325.75	Freight	April 8, 1923
Manitoba	915.30	Parcel Post	June 12, 1923
Quebec	436.40	Express	March 8, 1922
Manitoba	319.20	Freight	Feb. 6, 1923
Alberta	412.50	Express	May 18, 1923
Ontario	86.75	Parcel Post	June 22, 1922
Alberta	32.25	Freight	July 4, 1923
Manitoba	75.18	Parcel Post	Aug. 8, 1922
Quebec	96.75	Express	April 7, 1923
Ontario	482.30	Freight	Sept. 4, 1923
Manitoba	97.80	Parcel Post	Oct. 9, 1922
Alberta	318.30	Freight	July 18, 1922
Ontario	345.80	Express	Nov. 26, 1922
Quebec	760.75	Freight	Dec. 18, 1923
Ontario	26.13	Parcel Post	March 10, 1922
Alberta	292.42	Express	May 19, 1923
Manitoba	412.18	Express	Oct. 9, 1922
Ontario	901.15	Freight	Nov. 12, 1923
Manitoba	78.40	Express	April 24, 1922
Ontario	97.30	Freight	June 28, 1923
Alberta	82.14	Parcel Post	Feb. 16, 1922
Manitoba	25.50	Express	June 8, 1922
Quebec	30.75	Freight	March 23, 1922

III. No. of employees of a certain firm carrying insurance in the years 1915, 1916 and 1917.

1915		1916		1917	
No. of Employees	Insurance	No. of Employees	Insurance	No. of Employees	Insurance
3	\$1000	3	\$ 600	2	\$1000
4	1500	4	750	7	600
1	1200	2	1000	9	500
5	1700	1	1700	4	2300
3	2000	3	1200	8	700
8	2500	6	1800	6	800
6	700	5	500	5	1100
5	1650	7	2400	3	2000
7	800	4	2000	4	1700
2	1300	9	2800	6	1800
6	2200	3	2600	9	2700

DIRECTIONS: From the data given above fill in the table below. Insert the figures as required. Show all totals as indicated. The first insertion is correctly made as a sample.

No. of Employees and Amount of Insurance

Year	under \$900	\$1000 and under \$1500	\$1600 and under \$1900	\$2000 and under \$2500	\$2500 and over
1915	13
1916
1917
Totals

BOOKKEEPING (OPTIONAL SUBJECT)

Time: 2 hours.

NOTE.—Marks will be deducted for lack of neatness.

1. Define the following terms: Account, Voucher, Invoice, Discount, Proprietorship, Liability, Credit Slip, F.O.B., Endorsement, Trade Acceptance.
2. Write out the following forms, and state for what purpose each is used: Certified Cheque, Sight Draft, Promissory Note.
3. Give a general rule for determining when the cash book should be debited, and when credited.
4. Distinguish between real and nominal accounts.

5. Enter the following transactions in the journal or cash book, as required:

1923

- Sept. 1.—J. Bronson invested \$5,000.00 cash in the grocery business.
 “ 3.—Purchased merchandise for cash, \$1,000.00; paid freight on merchandise purchased, \$125.00.
 “ 4.—Bought merchandise from R. Welsh & Co. on account, \$240.00.
 “ 5.—Purchased supplies and equipment for cash, \$84.50.
 “ 6.—Sold H. Ward on account merchandise, \$94.00.
 “ 7.—Cash sales, \$216.00.
 “ 8.—Allowed H. Ward credit for \$10.40 for merchandise returned.
 “ 10.—Sold C. Jackson merchandise, \$135.00; received in part payment cash, \$60.00; balance on account.
 “ 11.—Sold L. Brown on account merchandise, \$35.50; received from H. Ward on account cash, \$45.00.
 “ 12.—Paid for store fixtures cash, \$38.00; cash sales, \$49.60.
 “ 13.—Gave Welsh & Co. his note at 60 days in full of account; sold A. Miller on account merchandise, \$46.00.
 “ 14.—Received from C. Jackson account cash, \$25.00.
 “ 15.—Paid clerk's salary, cash, \$20.00; cash sales, \$84.60.
6. Post each item in Question (5) to the ledger, and take a trial balance.

SHORTHAND (OPTIONAL SUBJECT)

NOTE.—Both the following letters (headings and signatures included) should be dictated to the candidates in a clear and distinct voice, at the rates indicated. No preliminary reading is to be given to the candidates. The bar-strokes will indicate to the reader his progress at the end of every fifteen seconds. Upon completion of the reading of the two letters, the candidates should be notified that they will be allowed 45 minutes for transcribing their shorthand notes into manuscript.

Seventy Words per Minute

Dear Sir:

We wish to confirm the sale to you to-day of \$7,500.00 Dominion of Canada Victory/Loan $4\frac{1}{2}\%$ bonds of 1945 issue. The transaction has been entered and a statement is enclosed.

We/did not make the purchase of \$15,000 New York City bonds to-day, as we believe that when/the new sale is advertised the old issues can be had at a concession from present prices. We will, however, watch the market and soon pick up the bonds for you. In all probability there/will be some offerings in the next day or two.

We submit for your consideration the enclosed list/of bonds of western cities which can be had in lots of from \$10,000 to \$20,000 each./

If you will let us know your wishes, we shall be glad to place your order for these.

Yours truly./

Ninety Words per Minute

Memorandum

Next to gaining the good-will of every one in the plant, the most important phase of installing an employment department is/the selection of an able and competent staff. In making such a selection, the employment manager is working at his own trade; he/must be successful in choosing competent men for his own department, if they in turn are to assist him effectively in choosing/men for positions throughout the plant.

The number of people required to staff an employment office varies with the size of the plant./ On a basis of one thousand employees, there should be, in addition to the employment manager himself, one assistant who is able/ to fill in anywhere, who can take charge of the office details, such as filing, issuing badges, recording and tabulating information on forms,/ etc., and following up absentees. The assistant ought to know stenography as a help in handling correspondence. There should be also as/ many file clerks, typists, accountants, messengers and such other competent office help as the needs of the work may demand./

TYPEWRITING (OPTIONAL SUBJECT)

Time: 10 minutes

INSTRUCTIONS TO CANDIDATES: You will be given ten minutes to copy the following extract. It is not necessary, if you have finished before the time, to re-copy any of the matter.

Employers are finding it to their interest to make concentration easy for their men by rendering their work interesting. This they have done by making the work seem worth while. The men are given living wages, the hope of promotion is not too long deferred, attractive and efficient models for imitation are provided, friendly competition is encouraged, loyalty to the house is engendered, and love of the work inculcated. In addition everything which hinders the development of interest in work has been resisted.

There are persons who really cannot work except in the midst of excitement. When surrounded by numerous appeals to attention, they get wakened up by resisting these attractions and find superfluous energy adequate to attend to the subject in hand. This is on the same principle that governs the effects of poisonous stimulants. Taken into the system, the whole bodily activity is aroused in an attempt to expel the poison. Some of this abnormally awakened energy may be applied to uses other than those intended by nature. Hence some individuals are actually helped in their work at least temporarily by the use of stimulants. Most of the energy is of course required to expel the poison, and hence the method of generating the energy is uneconomical.

The men who find that they can accomplish the most work and concentrate themselves upon it the most perfectly when in the midst of noise and confusion are paying a great price for the increase of energy available for profitable work. To be dependent on confusion for the necessary stimulation is abnormal and expensive. Rapid exhaustion and a shortened life result.

Other persons are so constituted that these distractions can never be overcome. Such persons cannot hear a message through a telephone when others in the room are talking; they cannot dictate a letter if a third person is within hearing; they cannot add a column of figures when others are talking. Habit and effort may reduce such disability, but in some instances it will never even approximately eliminate it. Such persons may be very efficient employees, and their inability to concentrate in the presence of distractions should be respected. Every business man is careful to locate every piece of machinery where it will work best, but equal care has not been given to locating men where they may work to the greatest advantage.

By inheritance the power of concentration differs greatly among intelligent persons. By training those with defective power may improve, but will never perfect the power to concentrate amidst distractions. To subject such persons to distractions is an unwise expenditure of energy.

CLERK, GRADE 2 (\$1,080—\$1,380)

In addition to the following written examination, candidates are required, before appointment, to furnish satisfactory evidence as to their health, character and habits.

SPELLING

Time: 30 minutes

One hundred words are dictated by the Supervisor to the candidates, who are supplied with blank answer papers numbered to correspond with the dictation. The following are types of the words chosen:—

1 represent	26 decimal	51 indelible	76 ignorant
2 necessary	27 punctually	52 vicinity	77 sympathy
3 passage	28 arrangement	53 exercise	78 revenue
4 appointee	29 occurred	54 remember	79 mentioned
5 perceive	30 dictation	55 commodity	80 attribute
6 entrance	31 tentative	56 exclusive	81 operate
7 procedure	32 analysis	57 facsimile	82 constitute
8 original	33 civilization	58 merchandise	83 summary
9 memorable	34 essential	59 opinion	84 transcription
10 valid	35 induced	60 achievement	85 solitary
11 emphatic	36 tabulate	61 instance	86 percentage
12 accident	37 sundries	62 welfare	87 technical
13 prejudice	38 erroneous	63 feasible	88 courteous
14 authority	39 permissible	64 parallel	89 existence
15 topography	40 successful	65 desirable	90 adjacent
16 deliberate	41 concrete	66 registration	91 knowledge
17 maximum	42 ability	67 invoke	92 elevation
18 atmospheric	43 machinery	68 organize	93 physically
19 statistics	44 sensation	69 expensive	94 predict
20 aspirant	45 previous	70 height	95 accuracy
21 intelligent	46 factories	71 preference	96 horizontal
22 definite	47 reliable	72 various	97 competent
23 grammar	48 adequate	73 dissolving	98 functional
24 partial	49 temperature	74 prescribed	99 corporation
25 certain	50 selective	75 responsible	100 proclamation

LETTER WRITING AND REPORT MAKING

Time: 1 hour

NOTE.—Writing will be judged from all your answers.

1. Assume that you have secured an interview with the head of a firm by whom you wish to be employed. At the conclusion of the interview the head of the firm has asked you to write a letter of application which he can file for reference.

Write the letter, assuming necessary details. Sign with your Examination Number only.

Marks will be deducted for errors in form, grammar, spelling, punctuation, etc.

2. Frame sentences to show the difference in the use and meaning of the following pairs of words (one sentence for each word):—

Apt, likely; accept, except; effect, affect; discovery, invention; learn, teach.

3. Correct the grammatical errors in the following sentences:—

- (1) He cannot go without I go.
- (2) These prizes are only given to subscribers.
- (3) Between you and I, the outlook is gloomy.
- (4) Who did he call?
- (5) The office was not closed until each clerk had finished their work.
- (6) He never did nobody any harm.
- (7) He is the eldest of two sons.
- (8) The music sounds delightfully.
- (9) I need my suit. Will I have it by to-morrow?
- (10) It is difficult to readily distinguish between all wool and part wool.

4. Rewrite the following sentences inserting the necessary punctuation:—

- (1) Your machine he said after careful examination can be repaired for \$50.
- (2) The items are as follows cambric five yards muslin six yards cretonne ten yards silk twelve yards.
- (3) We were seated the clerk and I with our backs to the wall.
- (4) Can you tell me she asked who said advertising is business electricity.
- (5) Oh you startled me where have you been hiding.

5. Write brief notes on: Cross-index; invoice; inventory; F.O.B.; certified cheque.

ARITHMETIC

Time: $1\frac{1}{2}$ hours

1. Find the sum of the following numbers and subtract your result from 100000000: 487693, 786547, 896574, 789652, 799877, 248963, 486725, 972834, 875962, 233465, 786543, 686574.
2. Find the difference between 789×789 and 457×457 , and divide the difference by 936.
3. In 1915 Canada produced 376303600 bushels of wheat, which were grown on 12986400 acres. Find to two decimal places the average yield per acre.
4. If 24 men working 9 hours a day can do a piece of work in 12 days, how many days will it take 18 men working 8 hours a day to do the same work?
5. If a cubic foot of water weighs 62 pounds, 8 ounces, what is the weight of water in a tank that contains 68 cubic feet?
6. What is the duty, at 12 cents a pound and 10 per cent *ad valorem*, on 450 bags of wool, each containing 110 pounds, valued at 21 cents a pound?
7. A man has \$1000 of his income exempt from taxation, and on the balance he pays 4 per cent income tax. If his net income is \$2152, find his total income.

ACCURACY AND INTELLIGENCE

Time: 20 minutes

NOTE.—All answers must be shown on these sheets. Do not use answer books for this paper. Work carefully but waste no time.

1. Compare the copy shown at the right below with the original at the left and check thus (✓) where the copy is not the same as the original as to each item listed in the three columns. Do not place the check mark over each individual error in the copy, but check thus (✓) in the column at the right opposite each line in which any error occurs.

ORIGINAL			COPY			Check Here
Gross Revenues	Earnings	Interest	Gross Revenues	Earnings	Interest	
\$	\$	\$	\$	\$	\$	
12,366,016	3,937,104	1,076,157	12,366,016	3,937,104	1,076,157
13,280,651	4,627,905	1,354,477	13,280,641	4,627,905	1,354,477
14,852,037	6,081,456	1,515,860	14,852,037	6,081,456	1,515,860
17,433,798	8,129,341	1,287,656	17,433,798	8,129,341	1,287,656
18,296,881	8,543,433	1,281,894	18,396,881	8,543,433	1,281,894
15,198,761	3,657,018	2,187,643	15,198,761	3,657,018	2,187,643
11,216,512	5,018,625	1,916,807	11,216,512	5,018,625	1,916,807
9,899,432	7,209,420	2,017,116	9,899,432	7,209,420	2,017,116
12,623,819	8,318,417	1,815,612	12,623,829	8,318,417	1,815,612
13,518,711	8,415,618	1,718,615	13,518,711	8,415,618	1,718,615
14,758,692	8,918,527	1,693,868	14,758,692	8,918,527	1,693,868
16,618,925	7,899,426	1,512,214	16,618,925	7,899,426	1,512,214
18,860,947	8,273,428	1,565,546	18,860,947	8,273,428	1,565,536
17,918,428	7,261,538	1,018,912	17,918,428	7,261,538	1,018,912
18,817,226	8,312,470	1,118,673	18,817,226	8,312,470	1,118,763
17,912,323	8,315,916	1,191,575	17,912,323	8,315,914	1,191,575
18,856,418	8,416,875	1,118,926	18,856,418	8,416,875	1,118,936
17,975,375	8,654,764	1,220,814	17,975,375	8,654,764	1,220,814
18,866,412	8,587,615	1,118,779	18,856,412	8,857,615	1,118,779
18,457,362	8,615,325	1,207,389	18,457,362	8,615,325	1,207,389
17,652,425	7,918,223	1,309,286	17,652,425	7,918,223	1,309,286
18,718,912	8,912,226	1,415,619	18,718,902	8,912,226	1,415,619
18,902,806	8,528,307	1,428,729	18,902,806	8,528,307	1,482,729
17,897,659	8,499,675	1,418,926	17,897,659	8,499,675	1,418,926

- II. 1. In column 1 in the following table indicate by a cross (X) each Class 2 Stenographer.
2. In column 5 indicate by a cross (X) each Female Typist who has been in service for less than one year.
3. If the number of male employees exceeds the number of female employees, indicate by a cross (X) in column 2 the lowest paid male employee; but if there are more female than male employees, indicate by a cross (X) in column 2 the female employee who receives the highest salary.
4. If the salary of any employee who is under 20 years of age is more than \$1,250, indicate by a cross (X) in column 4 each such employee; but if there are none under 20 who are earning as much as \$1,250, then indicate by a cross (X) in column 4 the one in this group who receives the lowest salary.

5. In column 3 indicate by a cross (X) the Class 2 Typists who have had a minimum service of 6 months with not more than 30 days of absence.

Title	Class	Age	Sex	Months of Service	Salary	Days Absent	Put crosses in these columns				
							Column				
							1	2	3	4	5
Clerk	2	46	M	21	\$1400	62
Typist	2	21	F	6	1000	16
Stenographer	2	19	F	1	1100	2
Typist	1	28	M	17	900	3
Auditor	4	36	M	48	3500	0
Typist	2	18	F	14	1060	28
Clerk	1	22	F	12	1250	30
Typist	4	20	F	16	1150	28
Stenographer	3	23	F	13	1300	10
Typist	3	28	F	10	1075	13
Stenographer	2	35	M	4	1150	1
Statistician	3	27	M	5	2200	10
Typist	2	19	F	8	1050	14
Stenographer	1	23	F	18	1275	18
Statistician	2	23	F	3	1800	1

III. From the following data fill in the table below, entering the names in *alphabetical order*. Find and enter the total number of hours worked during the week for each individual and the amount due each for the week.

Number of Hours Worked Per Day by Each Individual

	B. Dixon	A. Jones	Geo. Allan	R. Sims	L. Clarke	K. Hall
Monday	8	8	7½	8	8	9
Tuesday	10	8	8	8	8½	9
Wednesday	10	10	6	10	8	10
Thursday	9	10	8	10	8½	8
Friday	9	8	7½	6	8	7
Saturday	8	7½	8	7	8	6

The hourly rate paid to Dixon, Jones and Allan is 40c.; and to Sims, Clarke and Hall, 30c.

Do any necessary figuring at the bottom of the page or on the margins.

[illegible]

BOOKKEEPING (OPTIONAL SUBJECT)

Time: 2½ hours

NOTE.—Marks will be deducted for lack of neatness.

1. Describe in detail the various steps you would take in opening a set of books for either single or double entry bookkeeping.
2. How would you check your work in order to satisfy yourself that in posting from books of original entry to a ledger you had made no omissions? How would you determine whether your posting was correct?
3. Write out the journal entries which would appear on the books of the Capital Products Co. covering the following transactions:—
 - (a) On September 1, 1925, the Capital Products Co. sold H. Carson merchandise valued at \$400.00, receiving in payment cash, \$100.00, and his note drawn the same date at 90 days for the balance without interest. On September 21, 1925, they discounted the note at the bank at 7 per cent.
 - (b) On September 5, 1925, the Capital Products Co. sold B. Wallace on account merchandise, \$260.00; terms, 5/30, n/60. On September 25, 1925, B. Wallace paid the account in full.
4. Enter the following transactions in a practical form of Cash Book. Rule the Cash Book and bring down the balance:—

1925

Oct. 1.—R. J. Granby commenced business with a cash investment of \$8,000.00.

- " 2.—Paid cash for office and store furniture, \$425.00.
- " 3.—Paid rent for store for October, \$100.00.
- " 5.—Bought merchandise for cash, \$1,250.00.
- " 6.—Sold merchandise to W. Watson for cash, \$125.00. Paid sundry expenses, \$18.50.
- " 7.—Paid Gordon & Co. in full of account, \$640.00.
- " 8.—Paid for advertising, \$26.40. Cash sales, \$265.00.
- " 9.—Purchased merchandise from Davis Bros., \$800.00, giving in payment cash, \$350.00; balance on account.
- " 10.—Paid freight on merchandise, \$35.00. Received cash from W. Simpson on account, \$45.00.
- " 12.—Paid insurance premium, \$46.50. Withdrew cash for personal use, \$95.00.
- " 13.—Cash sales, \$324.00. Received cash rebate for merchandise damaged transit, \$36.00.
- " 14.—Discounted a note at the bank; face of note, \$200.00; discount, \$6.35.
- " 15.—Paid clerk's salary, \$35.00. Cash sales, \$426.50.

5. At the close of business on September 30, 1925, John Ross finds that the following assets and liabilities represent the true condition of the business:—

Cash on hand, \$100.00; cash in the bank, \$948.46; Notes Payable, \$2,714.00; owing by H. Donaldson on account, \$416.00; owing to Bradley & Co. on account, \$47.40; Notes Receivable, \$335.00; owing to Cardin & Sons on account, \$582.00; owing by Jas. Moran on account, \$693.12; merchandise on hand, \$3,600.00; office furniture, \$1,600.00; delivery equipment, \$842.00.

Prepare a balance sheet as of September 30, 1925.

SHORTHAND (OPTIONAL SUBJECT)

NOTE.—Both the following letters (headings and signatures included) should be dictated to the candidates in a clear and distinct voice, at the rates indicated. No preliminary reading is to be given to the candidates. The bar-strokes will indicate to the reader his progress at the end of every fifteen seconds. Upon completion of the reading, the candidates should be notified that they will be allowed 45 minutes for transcribing their shorthand notes into manuscript.

Ninety Words per Minute

Dear Sir:

We were very much surprised to receive the complaint and claim made in your letter of April 15. The blank/which you enclose as evidence is a form sent by us directly to our agents by first-class mail, and we cannot understand/how it came into your hands. Each car that we ship is numbered and described in detail on one of those blanks/and our agents are required, on unpacking, to note the condition of every item and report to us immediately. These blanks are not/intended for customers and have never been used as an acknowledgment of deficiencies to be made good later.

This procedure we have/tried to avoid and have instructed our agents on no condition to deliver any equipment which is not perfect in every respect. In/order to avoid delays and allow no exceptions, we supply our representatives with three or four outfits in advance of sales.

Your complaint/is therefore unusual and we are giving it careful investigation. We shall communicate to you later how far we can meet your claim.

Yours truly,/

One Hundred and Ten Words per Minute

Dear Sir:

On or about June 4, 1926, we shall offer our clients the opportunity of subscribing to an issue of First Mortgage forty-year six per/cent gold bonds, at a price to yield nearly six per cent.

At date of writing we are not at liberty to give you further particulars, other than/to say that these bonds are secured by First Mortgage on the property, rights and franchises of a prosperous Public Service Company, serving a rich region in/western Ontario, and that the protection offered to the bondholders by the provisions of the mortgage and the value and earnings of the property are in full/accord with our high standard of requirement.

Our Toronto office is bringing out this issue of bonds and the western market will absorb most of them. We/have, however, in the interests of our eastern clients, persuaded our Toronto office to allot us a share in the offering.

In accordance with our practice, our customers/will receive the particulars two days in advance of the public offering. If you wish us to extend the same opportunity to you, we shall be pleased to/do so on receipt of the enclosed card. This card is stamped and bears your name and ours. You will receive advance particulars of an unusually attractive offering.

Yours truly,/

TYPEWRITING (OPTIONAL SUBJECT)

Time: 10 minutes

INSTRUCTIONS TO CANDIDATES: You will be given ten minutes to copy the following extract. It is not necessary, if you have finished before the time, to re-copy any of the matter.

There is no need to go beyond the field of business or industry to find men whose super-energy has carried them to great discoveries or feats of organization. The invention of the incandescent lamp by Edison is said to have been accomplished, for instance, only after forty-eight hours' continuous concentration of the final problem of finding the right carbon filament and

determining the proper degree of vacuum in the inclosing bulb. Months of experiment and research had gone before; eighteen hours a day in the laboratory had been no uncommon thing for the inventor and his assistants, but in the last strenuous grapple with success his own physical and mental powers were alone equal to the strain. Not once during the two days and nights did he rest or sleep or take his attention from the successive tests which led up to the assembling of the lamp which lights the world's work and play.

The steel blade that is used seems to last as long as the one which is allowed to lie idle. The wearing out in the one case does not seem to be more destructive than the rusting out in the other.

The attitude which one takes towards life in general and towards his calling in particular is of more importance than native ability. The man with concentration, or the power of continued enthusiastic application, will surpass a brilliant competitor if this latter is careless and indifferent towards his work. Many who have accomplished great things in business, in the professions and in science have been men of moderate ability. For testimony of this fact take this striking quotation from Charles Darwin:—

"I have no great quickness of apprehension or wit, which is so remarkable in some clever men," he writes. "I am a poor critic. . . . My power to follow a long and purely abstract train of thought is very limited; and therefore I never could have succeeded with metaphysics or mathematics. My memory is extensive, yet hazy; it suffices to make me cautious by vaguely telling me that I have observed or read something opposed to the conclusion which I am drawing, or on the other hand in favour of it. So poor in one sense is my memory, that I have never been able to remember for more than a few days a single date or a line of poetry. I have a fair share of invention, and of common sense or judgment, such as every fairly successful lawyer or doctor must have, but not, I believe, in any higher degree."

This is presumably an honest statement of fact, and in addition it should be remembered that Darwin was always physically weak, that for forty years he was practically an invalid and was able to work for only about three hours a day. In these few hours he was able to accomplish more, however, than other men of apparently superior ability who were able to work long hours daily for many years. Darwin made the most of his ability and increased his efficiency to its maximum.

These considerations point to one conclusion. We are making use of only part of our existing mental and physical powers, and are not taxing them beyond their strength. Increased accomplishments and heightened efficiency would cultivate and develop them, would waken the latent powers and tap hidden stores of energy within us, would widen the fields in which we labour and would open up to us new and wider horizons of honourable and profitable activity.

FILING (OPTIONAL SUBJECT)

Time: 1 hour

1. With what system or systems of filing is it necessary to use an index?
Explain why an index is necessary in these systems, and briefly discuss its advantages and disadvantages.
2. You are asked to B.F. certain files to various officials on specified dates.
Explain what this means, and describe the system you would use so that the files in question would be B.F.'d on the correct dates.
3. Describe as fully as possible what is done when incoming mail is received, and
 - (a) a letter refers to previous correspondence but bears no file number or reference number;
 - (b) a letter is from a new correspondent or on a new subject.
4. Explain in connection with filing: Précis, miscellaneous folder, out guide, geographic filing, decimal system of indexing.

STENOGRAPHER, GRADE 1 (\$720-\$1,020)

In addition to the written examination, candidates are required, before appointment, to furnish satisfactory evidence as to their health, character and habits.

For sample papers, see preceding pages as follows:—

Shorthand—page 10.

Typewriting—page 11.

Spelling—page 6.

Letter-writing and Report-making—page 7.

Accuracy and Intelligence—page 8.

STENOGRAPHER, GRADE 2 (\$1,080-\$1,380)

In addition to the written examination, candidates are required, before appointment, to furnish satisfactory evidence as to their health, character and habits.

For the following sample papers, see preceding pages:—

Shorthand—page 17.

Typewriting—page 17.

Spelling—page 12.

Letter-writing and Report-making—page 12.

Accuracy and Intelligence—page 14.

LEGAL PROCEDURE AND TERMINOLOGY (OPTIONAL SUBJECT)

Time: 30 minutes

1. In what law offices have you been employed? Give names and places, also dates and length of employment.
Describe the duties you performed in such offices.
How are you now employed?
2. What are: a chattel mortgage; replevin; examination for discovery; quit claim deed; præcipe; demurrer; rejoinder; distress warrant?
3. Describe the various steps in a defended action in a Superior Court in your Province from the commencement of suit to judgment.
4. Name the various Courts of the Province in which you reside.

TYPIST, GRADE 1 (\$720-\$1,020)

In addition to the written examination, candidates are required, before appointment, to furnish satisfactory evidence as to their health, character and habits.

For sample papers, see preceding pages as follows:—

Typewriting—page 11.

Spelling—page 6.

Letter-writing and Report-making—page 7.

Accuracy and Intelligence—page 8.

TYPIST, GRADE 2 (\$1,080-\$1,380)

In addition to the written examination, candidates are required, before appointment, to furnish satisfactory evidence as to their health, character and habits.

For sample papers, see preceding pages as follows:—

Typewriting—page 17.

Spelling—page 12.

Letter-writing and Report-making—page 12.

Accuracy and Intelligence—page 14.

COMMERCIAL INTELLIGENCE SERVICE

JUNIOR TRADE COMMISSIONER, \$1,920

In addition to the following written examination, candidates are rated on education and experience from the sworn statements made on their application forms and are given an oral examination to ascertain their personal qualifications, such as, alertness, initiative, capacity, good address, tact, quickness of mental re-action, etc. Medical certificates as to their physical fitness and satisfactory evidence as to their character and habits are also required before appointment.

WRITTEN EXAMINATION

Part I

Time: 3 hours

1. (a) What are the services that can be rendered to Canadian manufacturers and exporters by Canadian Trade Commissioners? Detail under headings such as "Commercial Information," etc.
 (b) In requesting the assistance of any Trade Commissioner in marketing goods abroad, what information should be supplied to him?
2. Canada has, as yet, no Trade Commissioner stationed in Chili. You are detailed to open an office in Valparaiso as Trade Commissioner, covering the West Coast of South America.
 Explain briefly how you would proceed to do this. Indicate the line in which your activities would be directed for the first year.
 (Imagine all necessary details.)
3. You are Export Sales Manager for a firm located in Edmonton manufacturing agricultural and plantation machinery, pumps, gas engines, etc. Your firm receives an order for a bill of goods from a reliable importing agency in Sumatra, Dutch East Indies. Terms of payment agreed upon are: "C.I.F. 90 days. D/A. after arrival of ship. Place of payment, London, Eng., in sterling at rate prevailing on due date."
 (a) The goods are unassembled in your warehouses. Detail their story from first action on receipt of order until unpacked by consignee.
 (b) Give the probable manner in which the shipper and consignee would finance the deal.
 (c) Give a list of all the documents used by both parties in (a) and (b), and trace throughout to final settlement.
 (d) Explain why such terms of payment may have been agreed upon.

4. The firm in which you are employed has the capacity not only to supply the home (Canadian) market, but also to expand and maintain a steady export trade. You are engaged as Export Sales Manager.

How would you proceed to organize an export department for the purpose of opening a market in (a) France, (b) China, (c) India, (d) Great Britain and by what means would you endeavour to sell in such market?

NOTE.—Answer as to *two* countries only. It is presumed that the goods you have to export are of a similar nature to those already in use in the country in question, either of native manufacture or imported.

Part II

Time: 3 hours

NOTE.—Candidates must answer Questions 1, 2 and 5, and 3 or 4. Four questions constitute a full paper.

Values

- 35 1. (a) What are Canada's principal exports of goods of home manufacture? In what provinces are they manufactured? To what foreign markets are they exported?

(Note: Do not include manufactures or treatments of agricultural products, live stock, timber, or minerals.)

- (b) Name, in order of importance, the principal exports of Canada other than those treated in (a).

Give principal places of production in each case; and principal foreign market.

Both tables (a) and (b), must be in relative value, and so marked: *i.e.*, 1, 2, 3, etc.

- 15 2. What was the total production of wheat in Canada in 1924?

Approximately, what proportion of this crop was exported (a) to Great Britain, (b) to the United States of America; (c) to other countries?

- 25 3. Explain briefly the methods followed by each of the following countries in an endeavour to stabilize its currency on the world market since the war: Great Britain, France, Germany, Russia.

To what extent has each been successful? What effect, if any, have the results been upon international commerce and the world market?

- 25 4. The English pound sterling recently rose to par (\$4·866).

The excess of imports over exports in Great Britain, including coin and bullion, rose from £203,000,000 in 1923 to £341,000,000 in 1924.

The gold export from the United States of America was at the rate of \$50,000,000 per month for the first three months of 1925, the highest figures reached by the United States of America in its financial history.

How, therefore, can the rise of sterling to par be reconciled with such a large gold movement from the United States of America to Great Britain?

- 25 5. Define: Merchant Shipper; Indent House; Agent del credere; F.A.S. Montreal; C.I.F.C. & I. Valparaiso; Franco; L.C.L. New York; C. D. A. Canada; Arbitrage; To Order Bill of Lading; F.P.A.; C.T.L.

CUSTODIAN AND JANITOR SERVICE

CARETAKER (\$1,200-\$1,260)

CLEANER AND HELPER (\$900-\$1,140)

In addition to the following written examination, candidates are rated in education and experience from the sworn statements made on their application forms, and are given an oral examination on such personal qualifications as physical fitness, willingness, alertness, good address, etc. They are also required, before appointment, to furnish satisfactory evidence as to their integrity, character and habits.

WRITTEN EXAMINATION

Part I

1. What experience have you had as a Caretaker or Cleaner and Helper? If you have ever worked as a Caretaker or Cleaner and Helper, tell for whom you worked, when, how long you were there, exactly what you did, what wages you received.
2. What work are you doing now? How long have you been in your present employment? What is your salary?
3. If you are not working at present, state what your last employment was and why you left.
4. Have you any experience as an engineer, fireman, plumber or carpenter? If so, what? Give details.
5. Describe any other experience you have had which you consider of advantage in discharging the duties of this position.
6. What is your usual line of work?
7. Have any of your employers ever discharged you? If so, give the reason in each case.

Part II

Directions.—For each of the following 10 questions four answers are suggested. Before each answer is a space in which to make a mark. Read over the four answers and then place a cross (X) in the space before the answer which is best or most nearly correct. Do not place a cross (X) before more than one answer to any question; if you do, no marks will be allowed you on that particular question. Only one of the four answers is the best one and you are to show by the cross (X) which it is.

1. In the walls of a frame building the uprights to which the laths are nailed are called:
 Newel posts.
 Studding.
 Joists.
 Sills.
2. The saw generally used to cut a board lengthwise is:
 Buck saw.
 Rip saw.
 Hack saw.
 Miter saw.

3. The chief reason for removing ashes from the ash pit of a furnace each day is:

To prevent the producing of carbon monoxide gas.
 To avoid forming the bad habit of not keeping the furnace clean.
 To conform to the practice followed by most good caretakers of
 always removing the ashes each day.
 To avoid burning out the grates of the furnace.

4. The best method of identifying keys to the various locks in a building is:

To have each key and each lock numbered.
 To look at each key carefully every time it is used.
 To compare the various keys to see how they differ.
 To arrange the keys according to size and shape.

5. The best winter temperature for a room in which people work at desks is:

58 degrees.
 63 degrees.
 68 degrees.
 73 degrees.

6. The material generally spread on the ends of water pipes before connecting the couplings to prevent leaking is:

Varnish.
 Grease.
 Putty.
 White lead.

7. The material which is put on knots and sappy places before painting is:

White lead.
 Putty.
 Shellac.
 Turpentine.

8. Cleats used in electric wiring are usually made of:

Porcelain.
 Steel.
 Aluminum.
 Asbestos.

9. The chief reason for not letting oily rags or dust cloths accumulate in storage closets is:

They present an unsightly appearance.
 The oil may soak off on some of the woodwork or other furniture.
 They get in the way and take up space which may be used for more
 valuable purposes.
 By spontaneous combustion they may start a fire.

10. "Alternating current" is a term used in connection with:

Electric wiring.
 The ventilation of rooms.
 The draft doors of a furnace.
 The water supply for fire apparatus.

Part III

Directions: Read the selection below and then answer the questions following it by writing the answers in the blank spaces provided. You may read the selection as many times as you desire and refer to it as often as you please in answering the questions.

CLEANING THE BUILDING

The walls of a room should be swept down at least once a month with a long-handled broom. The windows should be washed every two weeks with a special preparation of washing materials. The cleaning of floors depends upon the material of which they are made. They should be swept as often as necessary, at least once a day, and care should be taken that no dust is raised during the sweeping. Stone and unpolished wooden floors should be scrubbed occasionally with a scrubbing brush, hot water and some soap powder. After they are washed floors should be thoroughly dried. Hardwood floors should be waxed and polished once each week. Everything in the room should be dusted daily. Dust and dirt should be removed from all cracks and crevices. Polished furniture should be dusted with a dry duster or one that has been slightly oiled. Copper, brass, and nickel should be cleaned frequently with the regulation metal polish. Sand soap should not be used for glass or metal, as it may scratch the surface. Porcelain tubs and sinks are cleaned best with hot water and special cleansing materials provided for that purpose. Acid destroys the polish on marble; therefore an alkali should be used to neutralize and remove the acid. If orange or lemon juice is spilled ammonia and soda applied immediately will prevent a stain.

1. What may be used to prevent acid from destroying the polish on marble?
.....
2. What polish should be used for brass and copper?
.....
3. What should be done to hardwood floors each week to keep them in good shape?
.....
4. What will prevent orange or lemon juice stains?
.....
5. What materials should be used in cleaning a sink?
.....
6. How often should the walls of a room be swept down?
.....
7. Why is it unwise to use sand soap on glass or metal?
.....
8. In sweeping a room what should be carefully avoided?
.....
9. What is the minimum number of times daily that the floors should be swept?
.....
10. With what two kinds of dusters should polished furniture be dusted?
.....

CUSTOMS EXCISE SERVICE

CUSTOMS GUARD (\$1,080-\$1,500)

CUSTOMS TRUCKMAN (\$1,080-\$1,500)

In addition to the following written examination, candidates are given an oral examination, covering personal qualifications such as physical fitness, alertness, intelligence, etc., and, before appointment, must also furnish satisfactory evidence as to their integrity, character and habits.

WRITTEN EXAMINATION

Time: 1½ hours

NOTE.—Writing will be judged from this paper. Marks will be deducted for lack of neatness.

1. Find the sum of the following: \$325.40; \$63.95; \$224.60; \$76.39; \$571.25; \$36.97; \$432.86; \$325.70; \$94.65.
2. Wm. Bronson purchased the following articles from Jones & Co., grocers: 14 bags potatoes at \$1.36 a bag; 8 pounds butter at 52 cents a pound; 9 quarts vinegar at 40 cents a gallon; 3 bushels apples at 95 cents a bushel; 6 pounds biscuits at 48 cents a pound.
Make out the bill and find the total cost.
3. A man purchased 2,500 bushels of wheat at \$1.46 a bushel. He sold 1,600 bushels at a gain of 5 cents a bushel and the remainder at \$1.42 a bushel. Did he gain or lose on the entire transactions and how much?
4. Write a letter to the Secretary, Civil Service Commission, Ottawa, describing your qualifications for the position of Customs Guard or Truckman. Sign this letter with your Examination Number only.

CUSTOMS-EXCISE CLERK (\$1,200-\$1,740)

CUSTOMS-EXCISE EXAMINER (\$1,200-\$1,740)

CUSTOMS-EXCISE ENFORCEMENT OFFICER (\$120-\$1,500)

SUB-COLLECTOR OF CUSTOMS AND EXCISE (LIMITED SERVICE) (\$180-\$1,500)

In addition to the following written examination, candidates are rated on education and experience from the sworn statements made by them on their application forms, and are given an oral examination covering personal qualifications such as physical fitness, alertness, intelligence, tact, good address, etc. They must also furnish, before appointment, satisfactory evidence as to their integrity, character and habits.

WRITTEN EXAMINATION

Time: 3 hours

NOTE.—All work must be shown in full. Marks will be deducted for lack of neatness.

1. Make a report in proper form to the Secretary, Civil Service Commission, Ottawa, describing the import and export trade of your locality. Sign this report with your Examination Number only.
2. In the course of your duties as a Customs-Excise Officer, you are required to examine a shipment of goods contained in a large number of small packing cases. State in detail how you would carry out this examination.

3. From what source would you secure information as to the value of dutiable goods which you were required to examine?
4. During the twelve months of the year 1925, the Customs and Excise collections at a certain port were as follows: \$40,356; \$56,394.40; \$45,967.25; \$63,857.90; \$67,396.45; \$75,209.15; \$84,576.85; \$87,649.75; \$85,396.05; \$73,945.60; \$68,842.25; \$74,589.70.

Find the average monthly collections.

5. Find the duty payable on each of the following:—
 - (a) 350 feet of rubber hose at 15 cents a foot; rate of duty, 35 per cent;
 - (b) 120 feet of leather belting at 85 cents a foot; rate of duty, $22\frac{1}{2}$ per cent;
 - (c) Chinaware valued at \$136; rate of duty, $27\frac{1}{2}$ per cent;
 - (d) 1,200 feet of copper wire at 3 cents a foot; rate of duty, 30 per cent;
 - (e) 4 dozen shovels at 85 cents each; rate of duty, $32\frac{1}{2}$ per cent.
6. On goods appraised at \$430 an importer paid a specific duty of \$35, an *ad valorem* duty of 32 per cent and a sales tax of 5 per cent of the duty-paid value (appraised value plus total duty). Find the total charges paid.
7. On certain goods a merchant paid an *ad valorem* duty of 27 per cent plus a sales tax of 5 per cent of the duty-paid value. If the total cost was \$213.36, find the appraised value of the goods.
8. On a consignment of goods appraised at \$160, a dealer paid a certain *ad valorem* duty, together with a specific duty of \$25.20 and other charges amounting to \$12.50. If the goods cost him altogether \$344.50, find the rate of the *ad valorem* duty.

IMMIGRATION SERVICE

IMMIGRATION INSPECTOR (\$1,500—\$1,800)

In addition to the following written examinations, candidates are rated in education and experience from the sworn statements made on their application forms, and are given an oral examination to ascertain their personal qualifications, such as physical fitness, alertness, intelligence, tact, good address, etc. They are also required, before appointment, to furnish satisfactory evidence as to their integrity, character and habits.

IMMIGRATION LAWS AND REGULATIONS

Time: 1 hour

READ CAREFULLY: With this paper is issued to each candidate "Extracts from 'The Immigration Act and Regulations'." This should be read carefully before answering this paper. Answer each of the questions in the blank space indicated on this paper itself.

1. Write down the *five* classes of persons among the "prohibited classes" which it is particularly important to prevent from entering Canada as immigrants. Give them in order of importance, and in each case the word which describes the class.

Answers:

- | | |
|-------------|-------------|
| (1) | (4) |
| (2) | (5) |
| (3) | |

2. Indicate, by writing the word "Yes" or "No" in the space provided for that purpose, whether the person mentioned may land in Canada as an immigrant.

- (a) The unmarried daughter (unable to read or write) of a farmer from the United States who is entering Canada as an immigrant with his family. (Age, 16).
- (b) A Spanish subject who has been resident in the United States for two years, without a passport.
- (c) An Armenian peddler coming in from the United States, claiming to have money enough to support him.
- (d) A man of English birth, but who has taken out United States "first papers" and is looking for employment as a store clerk. Has \$250.

3. Indicate, by writing the word "Yes" or "No" in the spaces provided, whether the person described can claim legal entry into Canada.

- (a) A person who served a penitentiary term in the United States, entered Canada without passing through a Port of Entry, and has entered for a homestead and performed his duties thereon.
- (b) A Belgian citizen entering Canada after 12 months' residence in the United States.
- (c) Persons entering Canada at:
 - Digby, N.S.
 - Halifax, N.S.
 - Emerson, Man.
 - Windgates, Man.
 - North Portal, Sask.
 - Govenlock, Sask.

4. An Immigration Inspector takes action in the following cases as shown. Indicate whether action taken was correct or not by writing the word "Right" or "Wrong" in the space provided for that purpose.

- (a) He admits a healthy English boy, 18 years of age, coming to Canada with his parents, who are applying to enter as immigrants. The boy cannot read or write.
- (b) He rejects a Hindu seeking admission as an immigrant who can both read and write English.
- (c) He admits as an immigrant a person who is an arrested tubercular case and has \$1,000.00 cash.
- (d) He rejects a native of New Zealand, a farmer, because he has not come to Canada by direct journey, but has spent some months in Seattle, Wash.

REPORT-MAKING

Time: 1½ hours

1. In what manner do you consider that your past experience has fitted you for employment as an Immigration Inspector? Give details. Give briefly your idea of what a good Inspector should be, and how he should meet and comport himself towards intending immigrants or non-immigrants.
2. As an Immigration Inspector you question (a) a farmer from the United States applying for admission as an immigrant; (b) a party in an automobile seeking admission as tourists. Give briefly the information you would require from each.
3. You are not satisfied with the answers given to you by X seeking admission as a farm hand from the United States of America. You believe him to be in one of the prohibited classes. Write a report addressed to the Commissioner of Immigration, Winnipeg, on the action taken by you, etc. Imagine all necessary details. Sign "John Doe;" do not use own name or initials.
4. A person under detention by you in the Immigration Office escapes, apparently proceeding farther into Canada. Write a report as in Question 3 under similar provisions.

LIVE STOCK SERVICE

EGG INSPECTOR (\$1,560—\$1,920)

In addition to the following written papers and practical test, successful candidates are required, before appointment, to supply satisfactory evidence regarding their physical fitness, integrity, character and habits.

STRUCTURE AND GRADING OF EGGS

Time: 3 hours

1. Name the grades and the classes of eggs.
2. Define Fresh Gathered Extras and Pullet Extras.
3. Define a storage egg.
4. Define Storage First and Storage Seconds.
5. Draw a cross section of an egg showing the various parts.
6. The owner of a 2,000 hen farm, who markets the production of eggs daily may produce bad eggs of what nature?
7. Show clearly by drawings the operation of the case plan of Candling, Grading and Report, of a case of eggs from 5 producers, No. 1, having 3 dozen and 2 eggs; No. 2, having 3 dozen and 7 eggs; No. 3, having 6 dozen and 1 eggs; No. 4, having 12 dozen and 8 eggs, and No. 5, the balance of the 30 dozen case.
8. The owner of a cold storage desires to build a candling room for the grading of local eggs, not only for storage but for the trade in general for the grocers and producers. It is understood that all eggs sold locally must be graded. The number of eggs produced in the locality during April and May is about 3 car-loads weekly.
 - (a) Give detailed instructions as to the size of room, placing of benches, lights, etc.; the number of Candler required; and the grades to be made for the farmers, of eggs for sale on the local market.
 - (b) In the above grading station what should be the charge per dozen for the work of grading?

PRACTICAL TEST IN THE STRUCTURE AND GRADING OF EGGS

Time: 1½ hours

NOTE.—One hour for actual grading and fifteen minutes in which to prepare the report.

The examination consists of the candling and grading of two cases of current receipts in accordance with the Canadian Standards. The different lots of eggs in the two cases are identified as to origin by means of the egg case plan system of identification. The candidate in making his report shall give the grading of each lot as found.

Merit in this examination will be judged on the basis of points, and the following factors will be taken into consideration:—

1. Accuracy in grading.
2. Deftness in handling and neatness of work.
3. Time required.
4. The presentation of a tabulated statement showing the result of the grading.

HANDLING AND MARKETING OF EGGS

Time: 3 hours

1. What department of the Dominion Government is responsible for the Act governing the sale of eggs?
2. What Branch of the department mentioned in Question 1 is responsible for the administration of the Act?
3. A producer markets the eggs once each week. Give detailed instruction for handling the eggs at the farm for a week in July.
4. Name *four* common causes of loss of quality in eggs from the time of laying until reaching the storage; also, give the causes of each and a workable control.
5. (a) What grade or grades of eggs would you put into cold storage?
 (b) What temperature would you use for holding eggs in storage, and what variation would you allow from day to day?
 (c) Show by drawing or describe how to place the case of eggs in the cold storage room?
 (d) Show by drawing how to pack eggs in a case so as to be shipped with least breakage in transit?
 (e) How long and at what temperature may a fresh gathered extra remain in storage?
6. A cold storage has a sharp freezer on the floor below the egg room; show clearly how you would prevent the eggs in the lower cases from freezing and still hold the other eggs in good condition?
7. Describe how to clean an egg storage room of foreign odour such as comes from fruit and vegetables.
8. Some people have the opinion that under the present system of marketing, the egg grader at the wholesale house has a tendency to grade many eggs above the standards, hence causing a loss to the producer. How would you suggest remedying such a condition, bearing in mind that the producers are long distances away from the present grading points?
9. Discuss co-operative marketing of eggs.

GENERAL QUESTIONS

Time: 1 hour

NOTE.—Writing will be judged from your answers to Questions 1 and 2.

1. Suppose that you wish to give a public demonstration in Candling and Grading of eggs at Redhouse, Ont.

Prepare a circular letter for distribution in the locality which shall, besides containing your announcement of the meeting, state your reasons for it, and stress the importance of the work.

Assume necessary details, do not use your own name, and sign the letter with your Examination Number only.

2. Rewrite the following paragraph, correcting the errors in spelling:—

Eggs are graded for market according to quality, size, cleanliness, and soundness of shell. When a shipment is prepared for market according to legal standards and perscribed reggulations, a Government inspector is called upon to inspect the shipment, from which he takes a fully representitive sampil for examination. If the sampil taken is found to be satisfactory, the Government mark of approvele is placed upon each case, and a certificate is issued aproving the shipment. This is inspeckshon by approvil and is given at the point of shipment and at the time of shipment. The principals underlying this form of inspeckshon provied a safeguard for both buyer and seller, giving the buyer a garantee of quality and the seller protekshun.

3. A merchant's bank balance on the first of the month was \$1,769.74. He has since deposited \$57.85, \$385.60, \$29.65, \$678.95, \$8.99 and \$589.62. He has given cheques for \$163.58, \$35.67, \$64.82, \$249.25 and \$83.65. How much is his present balance?
4. If the circumference of a wagon wheel is 15 feet, and there are 5,280 feet in a mile, how many times will the wheel turn in going 9 miles? How many times in going 25 miles?
5. A commission merchant sold 1,700 dozen eggs for a dealer charging him 5% on the sale and remitting \$339.15. At what price per dozen did he sell the eggs?

POULTRY INSPECTOR, LIVE STOCK BRANCH (\$1,620—\$1,920)

In addition to the following written papers and practical test, successful candidates are required, before appointment, to supply satisfactory evidence as to their physical fitness, integrity, character and habits.

BREEDING OF POULTRY

Time: 3 hours

1. Explain the following terms and give examples of each: Vigour; Recessive Character; Sex-linked Character; Line Breeding; Out-crossing.
2. Give the standard weights of the following breeds for cockerels and pullets: Wyandottes, Leghorns, Rhode Island Reds and Plymouth Rocks.

3. Outline in detail how you would breed R.O.P. Barred Rocks for three (3) generations, the foundation stock being a flock of 50 pullets entered in R.O.P., November 1st, 1923, with the following results:—

2 pullets not banded, owing to stubs.

3 pullets not banded, owing to side sprigs.

Of the remaining 45 pullets, 5 died during the year, mostly from ovarian trouble; 20 birds received certificates, 10 of which were advanced certificates; only 5 birds laid less than 150 eggs.

4. In answering the following questions, simply use the word "False" or "True" in regard to the statement given. The statement to be answered with the word "True" means that the statement is a fact, with no qualifications.

- (a) Black feathers in Barred Rocks are a disqualification.
- (b) Advanced certificates are given to birds laying 200 eggs in 365 consecutive days; the bird must lay some two-ounce eggs.
- (c) R.O.P. pullets may be registered.
- (d) Approved cockerels in Leghorns may have lopped combs.
- (e) Wyandotte pullets showing slight gray in the plumage, but no positive black, may be entered.
- (f) No bird entered in R.O.P. can be withdrawn except in case of death.
- (g) Size of eggs set has no influence on size of eggs laid by the next generation.
- (h) R.O.P. Inspectors can estimate on all hens within 5 eggs of the number of eggs a hen has laid in the past seven months.
- (i) The largest eggs are produced in the month of June.
- (j) Each hen lays a uniform egg in shape, size and colour throughout the year.

CARE AND MANAGEMENT OF POULTRY

Time: 3 hours

1. Outline a plan for the feeding and housing of advanced R.O.P. birds for the months of October, November and December. These birds are to be used as breeders in the following year.
2. Write short notes on the use of Cod Liver oil for the following:—
 - (a) as a preventive of roup;
 - (b) where birds have a free, bare range;
 - (c) for the production of table eggs.
3. Explain the difference, if any, on the general health of the flock when the birds have direct sunlight or sunlight through ordinary glass.
4. A producer has 1,000 laying hens. He can buy Beef Scrap, 60 per cent protein, at \$77 per ton. There are also available High Grade Tankage, Buttermilk, Semi-solid Buttermilk and Beef and Bone Meal. Which of these feeds would you recommend feeding, and why do you recommend any one? What price could he afford to pay for the other products with the above price for Beef Scrap?

5. Outline a suitable feeding method for 100 White Leghorn pullets, hatched April 15, for the months of November and December.
6. What causes, and how do you prevent, winter and spring moult?
7. When and how would you use artificial light?
8. Give the causes, symptoms, and treatment for roup, chicken pox and worms.
9. Write short notes on green feeds for laying pullets.

PRACTICAL TEST

Time: 2½ hours

1. Is the female laying, or not?
2. Estimate the number of eggs the specimen has laid since July 1 last.
3. Estimate the number of eggs the specimen has laid since January 1 last.
4. Estimate the production of the bird for her best three consecutive months.
5. Place the class of cockerels in order of merit as approved R.O.P. males. Place no bird unworthy of R.O.P. Bands.
6. Criticize the specimens as to:—
 - (a) Breed Type;
 - (b) Breed Colour;
 - (c) Disqualification.

Handle the specimens for (b) and (c), but *not* for (a).

GENERAL QUESTIONS

Time: 1 hour

1. Give your age and your present state of health.
2. Are you a graduate of an agricultural college? If so, name the college and outline briefly the course you followed.
If you are not a graduate, state the education you have had which, in your opinion, is equivalent to graduation from an agricultural college of recognized standing.
3. (a) Explain carefully the experience you have had in,—
 - (i) the handling of special and utility classes of poultry; also, trapnesting and pedigree breeding;
 - (ii) judging poultry.
- (b) What success have you met with while engaged along the above lines of work? Give the name, occupation and address of at least one person who could testify as to your success in poultry work.
4. How do you proceed to estimate a bird's production?
State the steps in the order of their importance.
5. Imagine you have before you, in November, two yearling Plymouth Rock hens, one of which has laid 100 eggs and the other 300 eggs. Fill out one of the accompanying description sheets for each hen. Do this by striking out the descriptive words which apply to the bird. (Place your Examination Number on each of these sheets.)
6. State briefly any other experience you have had which would tend to qualify you for a position in this class.

POULTRY INSPECTOR, EXPERIMENTAL FARM (\$1,620-\$1,920)

In addition to the following written papers, successful candidates are required, before appointment, to supply satisfactory evidence as to their physical fitness, integrity, character and habits.

TECHNICAL PAPER

Time: 2½ hours

1. What are the principal objects and advantages of the registration of poultry as practised in Canada?
2. How would you proceed in the inspection of a plant of an owner of registered hens—
 - (a) At the beginning of the mating season?
 - (b) During incubation?
 - (c) For the balance of the season?
3. What males would you pass—
 - (a) To mate to registered hens?
 - (b) To qualify for registration?
4. (a) Name the disqualifications most likely to occur in Barred Plymouth Rocks, S.C. White Leghorns, White Wyandottes, Rhode Island Reds and Anconas.
 (b) To what disqualification, if any, would you be lenient?
5. If you suspected a breeder of being dishonest in his breeding work, what would you do?

GENERAL QUESTIONS

Time: 1½ hours

1. In a Poultry Journal you have read an advertisement calling for Poultry Inspectors for the Government Service. Time will not allow you to secure a proper application form. Write to the Civil Service Commission giving the details which in your opinion would be necessary to pass judgment on your fitness for such a position.
2. You wish to call a meeting at which you propose to lecture on Poultry matters. Prepare a proper circular you would send the Members of a Poultry Association in a certain district.
3. While travelling as an Inspector you are called in Ottawa for a certain date. You find it impossible to be here on the date mentioned. Write a night letter to the Dominion Poultry Husbandman explaining the situation.
4. Rewrite the following sentences correctly:—
 - (a) Them hens are better layers than the Rhode Island Reds.
 - (b) He stood their while the regiment passed by.
 - (c) He often play tennis after office hours.
 - (d) You and I am good friends.
 - (e) Henry and Tom congratulated one another of their success.
 - (f) Will you please repeat that again.

5. Opposite the words wrongly spelt give the correct form. Words that are right need not be rewritten.

asociation..	storm..
presidant..	bilding..
fee..	speach..
breede..	export..
product..	congres..
meating..	nationnal..
farming..	competishion..
markett..	salaries..
transportacion..	promote..
account..	bucwheat..
receipt..	disease..
increasse..	eavening..
weathar..	

VETERINARY INSPECTOR (\$1,920-\$2,520)

In addition to the following written examination, successful candidates are required, before they are appointed, to supply satisfactory evidence as to physical fitness, integrity, character and habits.

ANATOMY

Time: 1 hour and 20 minutes

1. Where would you find the following glands: Retro pharyngeal, bronchial, portal, popliteal and precucular?
2. Give the location of the spleen.
3. State where the following are located: Adrenals, Glisson's capsule, receptaculum, chyli, Peyer's, Patches and Hippocampus.
4. How would you distinguish between the kidney of the horse, ox and hog?
5. Name the layers of the skin.

HISTOLOGY

Time: 1 hour and 20 minutes

1. Give the origin and description of:—
 - (a) The eosinophile cells.
 - (b) Ciliated epithelial cells.
 - (c) Erythrocytes.
2. Describe the histology of the spleen and make sketch or drawing.
3. Describe the structure and histology of the wall of the small intestine as seen from a cross section.
4. Where are the following located:—
 - (a) Crypts of Lieberkuhn?
 - (b) Purkinje cells?
 - (c) Meibomian glands?
 - (d) Glands of Langerhans?
5. What are the chief structural differences in an artery and in a vein?

PATHOLOGY AND BACTERIOLOGY

Time: 1 hour and 20 minutes

1. Describe the histogenesis and evolution of a true miliary tubercle.
2. Describe the pathological conditions caused by the presence of bacillus necrophorus in the liver or lungs.
3. Name the diseases of animals in which the contagium or virus cannot be isolated by known laboratory methods.
4. How would you identify:
(a) Bacillus of Koch?
(b) Bacillus mallei?
Name the bacterial derivatives of each and the purpose for which they are intended.
5. Name and briefly describe the serological or immunological reactions which can be utilized for the diagnosis of a specific infection.

CONTAGIOUS DISEASES

Time: 1½ hours

1. Explain briefly how you would differentiate between blackleg and anthrax in the field.
2. Describe a characteristic reaction to tuberculin in a tuberculous cow—
(a) subcutaneous test;
(b) intradermal test;
(c) ophthalmic test.
3. How would you distinguish in the field between glanders and irregular strangles?
4. Which form of mange in cattle do you consider the more difficult to treat, psoroptic or sarcoptic? Give your reasons.
5. What conditions and clinical symptoms would enable you to make a definite diagnosis of hog cholera?

MEAT INSPECTION

Time: 1½ hours

1. State fully the reasons why the meat of animals subjected to emergency slaughter should be regarded with suspicion.
2. What is Rigor Mortis? How long does it last, and what change does it produce in meat?
3. What do you understand by the term "pseudo-tuberculosis"? Give judgment of a carcass affected, and your reasons.
4. Name and describe location of the lymphatic glands in the thoracic and abdominal viscera of the hog.
5. Define emaciation, poorness, and mucoid degeneration.

REGULATIONS

Time: 1 hour

Animal Contagious Diseases Act

1. Under what conditions are swine allowed entry into Canada from the United States?
2. Name *three* methods for the control of bovine tuberculosis governed by regulations passed under the Animal Contagious Diseases Act, and briefly outline each.
3. What are the regulations governing the importation of horses from England?

Meat and Canned Foods Act

4. What are the conditions upon which carcasses of animals killed by farmers may enter an establishment under inspection?
5. Upon what conditions may meat be exported to a foreign country?

POSTAL SERVICE

LETTER CARRIER OR MAIL PORTER

LETTER CARRIER (\$1,080-\$1,500)

MAIL PORTER (\$1,080-\$1,500)

In addition to the following written examinations candidates are given an oral examination on personal qualifications such as physical fitness, alertness, willingness, tact, good address, etc. They are also required, before they are appointed, to furnish satisfactory evidence as to their integrity, character and habits.

GENERAL QUESTIONS, PART I

Time: 2 hours

NOTE.—Writing and Spelling will be judged from this paper. Use lead pencil in answering questions on this sheet. Answers to all questions must be entered on the dotted lines and all work must be shown in the answer book handed you with this paper.

1. If a Letter Carrier delivered 4758 pieces of mail matter during the month of June, 1930, what was the average number of pieces handled per day (four Sundays excluded)?

.....

2. What amount of postage should be charged for:

- | | | | | | | |
|-----|-----|--------|----------------|----|-------------------|------------|
| (1) | 712 | pounds | of mail matter | at | $\frac{1}{2}$ c. | per pound. |
| (2) | 620 | " | " | " | $\frac{1}{4}$ c. | " " |
| (3) | 124 | " | " | " | $1\frac{3}{4}$ c. | " " |
| (4) | 37 | " | " | " | 3c. | per ounce. |

What is the total postage?

.....

3. What would be the cost of mailing a parcel weighing four pounds seven ounces at three cents an ounce plus ten cents extra for registration?

.....

4. What amount would you tax a short-paid letter costing twenty-one cents for mailing, if it bore a three-cent stamp and the difference to be collected should be doubled?
-

5. In 1 hour and 50 minutes a Letter Carrier sorted 3620 pieces of mail. At the end of an hour and 25 minutes he had sorted 2570 pieces. How many pieces did he average per minute for the last 25 minutes?
-

6. Name five important Post Offices in the Province of Ontario, five in Quebec, three in British Columbia, and two each in Alberta, Saskatchewan, New Brunswick and Prince Edward Island.
-

Ontario:—

.....

Quebec:—

.....

British Columbia:—

Alberta:—

Saskatchewan:—

New Brunswick:—

Prince Edward Island:—

7. In what provinces are the following towns or cities located?

Lethbridge	Georgetown
Sorel	Truro
Yorkton	Valleyfield
Banff	Amherst
Chicoutimi	Prince Albert
Prince Rupert	Rossland
St. Catharines	Belleville
Brandon	

8. Arrange the following in strict alphabetical order:—

Moody & Coy.
Mooney & Son
Moore & Moran
Mooney Bros.
Moodie, Mr. J.
Moorehouse, F. C.
Mrs. T. P. Moon
Moorehead & Co.
Thos. Moorman
Morrow & Morgan

9. What do the following abbreviations stand for?

Atty.	Capt.
Alta.	M.P.P.
Dept.	Fla.
Ltd.	Asst.

10. Write below, in print capitals, thus (A B C D) the names of:

(a) The Provinces of the Dominion of Canada:

.....
.....
.....
.....
.....

(b) Ten different countries:—

.....
.....
.....
.....
.....

(c) Ten of the United States of America:—

.....
.....
.....
.....
.....

11. A large article of mail matter addressed as follows:—

The T. Simton Co.

(your town)

was handled by you and was subsequently reported as having gone astray.

Write a report to the Postmaster of at least half a page of your answer book concerning the above, stating the time you received the article, when and how you disposed of it, give its description and any other information you may imagine.

GENERAL QUESTIONS, PART II

Time: 10 minutes

Suppose you are sorting outgoing mail. Each square below represents a mail sack for the mail going to the places named in the square. After each name in the lists that follow, write the number of the sack carrying mail to that place. (The three first are given as examples.)

5
New York France Pennsylvania Florida South America
2
N.W. Territories British Columbia Alaska Australia Yukon

4
Washington Oregon California Japan
1
Alberta Manitoba Saskatchewan Montana

6
Ontario Quebec Michigan Maine
3
Nova Scotia United Kingdom New Brunswick P.E. Island Newfoundland

British Columbia 2	Yukon	Manitoba
New Brunswick 3	Saskatchewan	Pennsylvania
Florida 5	Alaska	Oregon
Japan	Australia	France
Washington	Ontario	Newfoundland
South America	N.W. Territories	P.E. Island
Alaska	Newfoundland	Alberta
New York	Quebec	Maine
Japan	Saskatchewan	California
Nova Scotia	United Kingdom	Florida
Quebec	South America	California
Alaska	Oregon	Alberta
Alberta	Ontario	British Columbia
Saskatchewan	New Brunswick	P.E. Island
Maine	Japan	New Brunswick
British Columbia	Yukon	Newfoundland
France	N.W. Territories	Nova Scotia
South America	United Kingdom	Ontario
P.E. Island	New York	Florida
Montana	Pennsylvania	Oregon
Maine	British Columbia	Australia
Pennsylvania	France	Manitoba
Yukon	Alberta	California
United Kingdom	Florida	Michigan
Alaska	Manitoba	Washington
New York	Newfoundland	Ontario
Montana	P.E. Island	Quebec
California	Washington	Australia
South America	Oregon	New Brunswick
Michigan	Nova Scotia	Japan
Montana	N.W. Territories	Saskatchewan
Japan	New Brunswick	Washington
Newfoundland	Pennsylvania	California
Yukon	France	Oregon
Maine	Saskatchewan	Michigan
Florida	United Kingdom	Nova Scotia
Ontario	Quebec	Alaska
P. E. Island	Manitoba	Alberta
South America	British Columbia	New York
New York	Quebec	N.W. Territories
British Columbia	Saskatchewan	Michigan
France	N.W. Territories	South America
Florida	United Kingdom	Ontario
P. E. Island	Manitoba	Alberta
Newfoundland	Pennsylvania	California
Washington	Montana	Oregon
Alaska	Japan	New Brunswick
Yukon	Quebec	Australia
Oregon	Nova Scotia	Maine
New Brunswick	Washington	Montana

POSTAL CLERK (\$1,080-\$1,740)

GEOGRAPHY

Time: 40 minutes

NOTE.—Write your answers on the dotted lines. (Use a lead pencil in answering these questions.)

1. In column (1) copy the names of the following cities in order, East to West, and in column (2) indicate where they are situated. Print your answers to this question in capitals, thus A B C D.

	(1)	(2)
Wetaskiwin
Woodstock
Magog
Weyburn
Esquimalt
Selkirk
Edmundston
Collingwood
Coaticook
Moosomin

2. Indicate two places where cities or towns with the following names are located. If in Canada or the United States, mention Province or State:—

	(1)	(2)
Sydney
London
Liverpool
Aylmer
Kingston
Paris
Waterloo
Alexandria
Souris
Windsor

3. In what countries are the following cities located?

Pretoria
Belgrade
Oslo
Valparaiso
Adelaide
Seville
Dieppe
Ostend
Cardiff
Liege
Bremen
Trieste
Lausanne
Lucknow
Vladivostok

4. Name the five main bodies of water a vessel would pass through in a trip from Quebec to Port Arthur:

.....

.....

5. Name five States south of New York on the Atlantic Coast:

.....

.....

6. Name in order, west to east, five places by way of which a letter would travel from:

- (a) Victoria to Calgary:

 (b) Edmonton to Portage la Prairie:

 (c) Winnipeg to Sault Ste. Marie:

 (d) North Bay to Montreal:

 (e) Levis to Moncton:

7. On the line at the right, write " north ", " east ", " south " or " west ", to show in what GENERAL direction the first city named in the sentence is from the second:

- Winnipeg is what general direction from Minneapolis
 Montreal is what general direction from Buffalo
 Prince Albert is what general direction from Edmonton
 Washington is what general direction from Boston
 Quebec is what general direction from Halifax
 Windsor, Ont., is what general direction from Chicago
 Denver, Col., is what general direction from Los Angeles
 Brandon is what general direction from Spokane
 Mexico City is what general direction from Havana
 Ottawa is what general direction from Hamilton

- 8.

B.C.	ALTA.	SASK.	MAN.	ONT.	QUE.	N.B.	P.E.I.	N.S.
O Van- couver								O Halifax

The above figure represents roughly a map of the Dominion of Canada divided into Provinces. Write the names of the cities given below in the relative position they occupy on the map. Vancouver and Halifax are given as examples:

Kamloops, Yarmouth, Banff, Prince Albert, Sorel, Kingston, Selkirk, Moncton, Valleyfield, Lethbridge.

SORTING AND COMPARING

Time: 10 minutes

Assume that mail for the places listed below is carried on ten different railway lines as follows:—

Railroad to VANCOUVER, F
 “ “ EDMONTON, E
 “ “ REGINA, X
 “ “ WINNIPEG, Y
 “ “ ST. JOHN, M

Railroad to NORTH BAY, K
 “ “ OTTAWA S
 “ “ QUEBEC, C
 “ “ TORONTO, H
 “ “ HALIFAX, D

After each place in the four columns below write a letter to show over which railroad the mail to that place would be sent. In the first column “D” is written after “Halifax,” because the railroad to “Halifax” is marked “D.” The places enclosed in each square receive mail over the same route, and so “X” is written after “Denver,” because “Denver” is in the same square with “Regina” and the railroad to “Regina” is marked “X.” Letter the places in order.

VANCOUVER
Juneau
Rosslund
Portland

EDMONTON
Lethbridge
Spokane
Helena

REGINA
Prince Albert
Denver
Grand Forks

WINNIPEG
Fargo
Lincoln
Brandon

NORTH BAY
Fort William
Duluth
St. Paul

OTTAWA
Kingston
Pembroke
Cornwall

QUEBEC
Sherbrooke
Levis
Bangor

TORONTO
Hamilton
Detroit
Buffalo

ST. JOHN
Moncton
Boston
Providence

HALIFAX
Summerside
Sidney
Truro

Halifax	D	Quebec	St. John	North Bay
Denver	X	Hamilton	Moncton	Detroit
Sherbrooke	Fargo	Summerside	Juneau
Lethbridge	Fort William	Sherbrooke	Denver
Bangor	Duluth	Ottawa	Helena
Spokane	Grand Forks	Boston	Buffalo
Lethbridge	St. Paul	Providence	Prince Albert
Cornwall	Edmonton	Brandon	Bangor
Grand Forks	Buffalo	Summerside	Truro
Levis	Hamilton	North Bay	Sidney
Edmonton	Detroit	Halifax	Boston
Ottawa	Sherbrooke	Moncton	Fort William
Spokane	Fargo	Lincoln	Buffalo
Bangor	Portland	Grand Forks	Providence
Kingston	Pembroke	Sidney	Bangor
Spokane	Toronto	Truro	Helena
Kingston	Levis	Boston	North Bay
Sherbrooke	Juneau	Providence	Summerside
Cornwall	Spokane	Detroit	Kingston
Rossland	Hamilton	Fort William	Levis
Toronto	Halifax	Quebec	Summerside
Rossland	Prince Albert	Fargo	Duluth
Lincoln	St. Paul	Boston	Buffalo
Portland	Grand Forks	Regina	Truro
Lethbridge	Pembroke	St. Paul	Lincoln

ARITHMETIC

Time: 1 hour

NOTE.—The answers are to be shown in the blank spaces at the right of this sheet.
The details should be given in the answer sheets supplied.

1. A Railway Mail Clerk having 96 bags of mail to throw off his train, throws $\frac{1}{3}$ of them off at St. John and $\frac{1}{4}$ of the remaining bags at Moncton. How many bags has he left?
.....
2. Letter Carrier A delivers mail $1\frac{1}{2}$ times as fast as Letter Carrier B. If A covers six blocks per hour, in how many hours will B cover twelve blocks?
.....
3. A train leaves S. at 9.11 a.m. with an average speed of 55 miles an hour. It arrives without stop at T. at 9.47 a.m. How many miles is S. from T.?
.....
4. A certain mail train picks up $2\frac{1}{2}$ times as many bags as it drops. If it picks up 200 bags, how many does it drop?
.....
5. Two rural Mail Couriers start at 9.00 a.m. on parallel roads in the same direction, one at the rate of 9 miles an hour and the other at the rate of $10\frac{1}{2}$ miles an hour. In how many hours will one be 9 miles ahead of the other?
.....

6. In 1925 the receipts of a post office were \$4,000.00 and the expenses \$2,100.00. In 1926 the receipts were $\frac{1}{5}$ more and the expenses $\frac{1}{14}$ less than the preceding year. How many dollars was the net revenue for 1926?
.....
7. From a despatch of 59,645 pieces of mail matter, 3,500 were sorted by Staff No. 1, and the remainder equally divided among other staffs, each of whom received 11,229. How many other staffs were there?
.....
8. A invests money at 4% and receives an annual income of \$660.00; B invests his money at 6% and receives \$15.00 more than A. Which has the more money invested, and how much more?
.....
9. An estate of \$150,000.00 is divided among legatees as follows: $\frac{1}{4}$ to a son; $\frac{1}{8}$ to a daughter; $\frac{1}{4}$ equally among five grandchildren; $\frac{1}{8}$ equally among 3 nephews, and the remainder equally among three brothers and two sisters. How much should each legatee receive?
- | | |
|----------------------------|-------|
| Son | |
| Daughter | |
| Each Grandchild | |
| Each Nephew | |
| Each Brother
and Sister | |
10. Add and give the total of the following amounts in dollars and cents at the rate of \$4.87 per pound: 12s. 7d.; £15 7s. 5d.; £12 1s. 8d.; £50 12s. 7d.; £48 0s. 8d.; £13 11s. 4d.; £11 5s. 4d.; £34 8s. 5d.
.....

REPORT WRITING (INCLUDING SPELLING)

Part I

Time: 1 hour

NOTE.—Writing will be judged from your letter in Part I, and marks will be deducted for mistakes in Spelling.

QUESTION 1.—Compose a letter of at least half a page of your answer book to your Postmaster, giving him your reasons for having directed to Sydney, Australia, a letter intended for Sydney, N.S.

QUESTION 2.—The following letter is in reference to a parcel mailed to a firm in Vancouver, B.C., and which, it is claimed, was never received.

Rewrite it with complete heading, etc., making such changes as you think necessary to improve the phrasing, style or form. Keep as much as possible to the wording given, and make changes where necessary.

Dear Sir,

Re your inquiry of the 15th would advise that there's nothing to report in its regard. Investigation conducted discloses no irregularity and would advise you to furnish more details. There is no reason to believe that the fault lies with this office and unless your company can substantiate claims in connection with despatch in question no definite action can be taken by this Department.

Yours,

Part II

QUESTION 3.—Following are 30 pairs of words. If the two words in any pair mean the same or nearly the same, write "S" before them; if the two words in any pair are opposite or nearly opposite in meaning, write "O"; if the two words in any pair do not mean the same or nearly the same, and if they are not opposite or nearly opposite in meaning, write "N".

..... co-operation; competition. felicity; sympathy.
..... peel; pare. feign; pretend.
..... mitigate; alleviate. frank; subtle.
..... definite; explicit. abase; allege.
..... mirth; gayety. progenitor; ancestor.
..... ebb; flow. approximate; near.
..... fable; fiction. approve; ratify.
..... handicap; advantage. deport; banish.
..... shackle; hamper. plurality; majority.
..... distinguish; confuse. judicious; indiscreet.
..... indent; identify. mobile; immovable.
..... appropriate; absurd. fatal; immortal.
..... commodious; convenient. evasive; elusive.
..... gruesome; grudge. eulogize; censure.
..... acquisition; accumulation. credential; detrimental.

QUESTION 4.—In some of the sentences below there is an error. If you find no error in the sentence, write "correct" on the line at the right. If you find the sentence incorrect, write on the line at the right what would, with the least change, express the same meaning correctly. Do not write the entire sentence.

(Write answers here.)

Examples:

Will you please repeat that again.
She hadn't ought to come.
That does not affect me.

omit "again"
ought not
correct

- Each of them were doing the higher grade work.
- It don't seem probable to us.
- Except for you and I the company remained silent.
- Parenthesis occurred three times in the chapter.
- The truth ain't in him.
- He had read good books.
- He repeated that he wished he were me.
- Two extra leafs for the table were included.
- He had rose early to obey the summons.
- Neither recognition or advancement can avail.
- They lived like they did in the old country.
- That story sounds considerable more plausible.
- Leave me off at the next corner.
- Four ox were drawing the load.
- He referred back to the original letter.

WEIGHTS AND MEASURES INSPECTION SERVICE

INSPECTOR OF WEIGHTS AND MEASURES (\$1,500-\$1,860)

In addition to the following written papers, candidates are given a rating on oral examination by an Advisory Board. This examination is for the purpose of testing personality, manner, experience, education and physical fitness for the position.

PHYSICS AND MENSURATION

Time: $2\frac{1}{2}$ hours

NOTE.—Candidates will attempt the *first six* questions and any other *two*. Eight questions only to be answered.

1. A string passed around a glass cylinder measures 39.29 inches. The glass is .25 inch thick. Find the inside diameter of the cylinder. (Circumference of a circle = $2\pi r$; $\pi = 3.1416$).
2. A glass cylinder, 12 inches inside diameter, is to contain 8 gallons. What will be its height, given a gallon is equal to 277.274 cubic inches. (Area of a circle = πr^2).
3. The United States gallon is 16.6% smaller than the Imperial gallon of 277.274 cubic inches. What is its volume in round numbers? What will be the weight of this United States gallon of gasoline of .73 density, if the Imperial gallon of water weighs 10 pounds?
4. A weighing machine tested with a 50-pound standard only indicated $49\frac{1}{2}$ pounds. Is this scale cheating the purchaser or losing money for the merchant? Explain your answer.
5. Describe and explain the action of the simple siphon. How would you make and use one? Be particular about the relative positions of the inflow and outflow ends of the siphon.
6. Explain, with the aid of a diagram, the mechanical advantage of the simple lever of the first order.
If the handle of a claw-hammer is 12 inches long and the claw 2 inches, what resistance could be overcome in pulling a nail, if a pressure of 40 pounds was applied at the end of the handle?
7. If water is poured into a U-shaped tube, it rises to equal heights in both arms. What is the explanation of this?
What happens if two liquids are used which do not mix, when one is heavier than the other? Explain the factors governing equilibrium in such a case.
8. Explain why a body slides down an inclined plane. What is the force that causes motion, and why does the body stay at rest until a certain angle of inclination is reached?
9. Define or explain in your own words what you understand by the terms: force of gravity; centre of gravity; specific gravity; stable equilibrium; mechanical advantage.
10. The metre of the Metric System equals 39.37 inches. How many metres are there in a mile? (Three places of decimals.)

REPORT WRITING AND GENERAL QUESTIONS

Time: $1\frac{1}{2}$ hours

Value.

25 1. Give a brief and detailed account of your career since leaving school. Show in what manner you consider it has fitted you for a position as Inspector of Weights and Measures.

25 2. The Weights and Measures Regulations provide that the margin of error in glass liquid measures, such as milk bottles, shall not be beyond $\frac{1}{2}$ ounce plus or minus for quarts. On inspection of the X. Y. Dairy Company's plant, you find bottles in use showing $\frac{3}{4}$ ounce minus. The company informs you that these bottles formed part of a large shipment purchased from the A. B. Glass Works, of X., Ont.

Write a report in full of this case, addressed to "District Inspector of Weights and Measures", giving particulars of action taken by you, and recommendations, if any. (Sign with Examination Number only; do not use name or initials.)

25 3. Why are certain standards of weights and measures provided for by Act of Parliament in Canada: What is the standard yard, the standard pound, and the standard Troy ounce, for Canada? Of what metals are they constructed?

What is a standard gallon?

25 4. On a return visit to the town of X., you find that the seals placed by you on a certain set of computing scales in the store of J. Smith, a grocer, on your last visit, have been broken, and the scales apparently kept in use. You had found that the scales were out of order, and sealed them, instructing Smith not to use them until readjusted. They are still incorrect.

Write a report (as in Question 2), detailing action taken. Imagine all necessary details.

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